

Workplace Alaska

Class Specification Facilities Manager II

Created:
05/21/1997 by Rachel Wilson
Finalized on:

AKPAY Code: P2253
Class Outline Cat: B
Approved by:

Class Code: PD0922
Class Range: 21
Class Status: Active

Category:
Original Date: 08/01/1968

Class Title: Facilities Manager II
Use MJR Form: Standard

Original Comments:
ORIGINAL - Marine Transportation Planner (2252).

Subsequent Revision Dates/Comments:
8/28/68 - Original - Public Works Planner (2252).
2/1/72 - Combined classes--rewrite (abolished Marine Transportation Planner).
6/16/73 - Title change, rewrite--Public Works Planner I (2252).
6/16/73 - Original - Public Works Planner II (2253).
2/16/78 - Abolished - Public Works Planner II (2253).
8/1/78 - Reestablished - Public Works Planner II (2253).
8/1/78 - Combined classes--rewrite 2252 and 2253 (abolished Capital Improvement Program Coordinator (8450), Facility Procurement Planning Specialist (2283).
8/15/79 - Title change and rewrite--Public Facilities Planner I (2252) Public Facilities Planner II (2253).
10/1/90 - Title change, rewrite, MQs (KC).
05/29/92 - Minor Correction (NC).
09/08/2000 - Add equivalencies and NOTE to MQs with minor editing. (KAM/EP)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 11-9199 **Census:** 02

Last Update Comments:

Definition:

Under general direction, positions in the Facilities Manager series develop, direct, coordinate and expedite the planning, design, construction, renovation and maintenance functions or activities for management of facilities. Positions prepare plans, goals and objectives for the life of a facility and provide ongoing technical assistance to meet those plans, goals and objectives.

Distinguishing Characteristics:

This class series focuses on the planning and budget needs for the entire life of a facility, from conception of the initial construction, renovation or major maintenance planning through closing and disposal of the facility.

Facility management responsibilities are typically found in the following function or activity groups. For each position assigned to this series, the work emphasis will fluctuate between the groups but will include involvement to some degree in all of the areas.

- Short- and long-range planning; real estate acquisition and/or disposal.
- Architectural/engineering planning and design; construction and space management; interior planning design and installation.
- Ongoing and preventative maintenance, housekeeping, and operation of building systems.
- Facility financial forecasting, resource allocation, budgeting and fiscal management; bid supervision and contract administration.
- Facility support functions and services (purchasing telecommunications, security, safety services and equipment, inventory and maintenance).

Facilities Manager II is the advanced journey level in this professional series with statewide responsibilities for all of a department's facility planning and management activities. Positions in this class work with considerable independence on the more difficult and complex

projects. Supervision or lead responsibilities may be exercised over clerical, technical support personnel and lower level Facilities Managers.

Difficult and complex projects will exhibit several of the following characteristics:

- Project cost over \$1,000,000.00.
- Federal funding and involvement which requires compliance coordination with local, State and federal laws, regulations, standards, policies and procedures.
- Diverse functions and/or multiple users such as court buildings, correctional institutions, federal and state shared occupancy and use.
- Large facilities with complex physical plants as determined by the square footage and the need for specialized systems such as roads, sewers, electricity, water, security and safety.
- Facilities located in isolated rural areas which lack readily available labor and skills, parts and supplies, and services.
- Climatic extremes.

The Facilities Manager series is distinguished from the Project Manager I and II in that the latter are required to be registered as professional engineers, architects or land surveyors and responsibilities for the facility end at the completion of the project design and construction phase. This series is distinguished from the Building Management Specialist by the latter's emphasis on assessing renovation and repair needs, setting planned work priorities, and overseeing construction/repair and reoccurring maintenance contracts for occupied facilities. The Building Maintenance Superintendent and Building Maintenance Manager job classes provide first and second level supervision over staff/craftsman performing a wide variety of maintenance, repair or construction work. The Facilities Manager I and II responsibilities include many of the duties of the above-mentioned classes but are much broader in scope.

Examples of Duties:

Develops and prepares short- and long-range construction and maintenance programs and plans for cost-effective management of an agency's facilities.

Analyzes and develops facility requirements for new construction, renovation, or maintenance projects; determines project feasibility, scope, cost including life cycle costing, and justification; recommends alternatives and priorities.

Conducts difficult research to make detailed analysis of the economic and practical issues involved in the proposed projects; prepares specialized technical reports based on studies and investigations.

Determines agency's real property requirements; develops the project/program scope for land acquisition and facility leasing.

Develops and implements policies and procedures related to facility planning and procurement.

Assists in development, priority setting, presentation and financial management of the capital budget as it pertains to facilities. Acts as liaison with budget review agencies and expedites budget review processes. Identifies and recommends funding sources and alternatives.

Solicits, negotiates and oversees requests for proposals for facilities financing, real estate acquisition, professional services, and construction contracts. Participates in the preparation, review and selection of bids.

Serves as a project manager for planning, design and construction contracts; provides program statements; defines project goals and objectives; reviews and approves submitted plans, specifications and change orders against agency program requirements; explores alternative construction methods, recommending functional improvement to designs and resolving conflicts or problems.

Coordinates with staff, contractors, consultants and regulatory agencies for timely review and approval of plans and drawings, assuring compliance with building codes, local, State and federal laws and regulations, court orders, standards, policies and procedures.

Develops project budget, manages and approves expenditures, transfer of funds and Reimbursable Services Agreements; monitors and maintains financial controls, project accountability and status.

Supervises staff responsible for planning, implementing and overseeing new, renovation and maintenance construction projects; makes assignments, sets priorities; plans workflow; directs and reviews the work of subordinates.

Provides guidelines, coordinates and assists staff in the procurement of support services, systems and equipment for a functioning facility. Arranges meetings with staff and vendors to discuss products and alternatives.

Represents the agency in responding to inquiries from the public, legislature and other governmental agencies regarding project analysis, alternatives, and impact.

Knowledge, Skills and Abilities:

Considerable knowledge of the principles, practices, and current developments of facility management, design and construction.

Considerable knowledge of the principles and methods of fiscal planning; financing of public programs; research; systems, operational and cost analysis.

Considerable knowledge of project management such as documentation, survey and inspection requirements; public, contractor and employee relations.

Working knowledge of local, State and federal building and safety codes, regulations, design and construction standards, design plans and specifications.

Working knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Some knowledge of contract administration.

Ability to formulate and develop short- and long-range goals and develop organizational and operational programs and plans for their accomplishment.

Ability to determine, develop, establish and coordinate facility management programs based on an agency's needs and translate those needs to architects, engineers, consultants, design and construction companies, leasing agents and other contracting agencies.

Ability to analyze and evaluate complex issues and situations, make sound judgements, propose viable solutions and courses of action, and establish appropriate priorities.

Ability to effectively translate complex, technical issues to lay and program personnel.

Ability to establish policies and procedures, set goals, monitor and evaluate progress and performance, and adjust resources to accomplish objectives.

Ability to establish and maintain cooperative and effective relationships with a wide variety of government officials, contracting agencies, consultants, contractors, architects and engineers.

Ability to plan, determine work priorities, schedule, supervise and direct the work of professional and nonprofessional technical support staff.

Ability to communicate effectively with others, both verbally and in writing.

Skill in managing multiple priorities and effective problem solving under ambiguous and dynamic conditions.

Minimum Qualifications:

Bachelor's degree from an accredited college with a major in facility management, public or business administration, planning, design, architecture, engineering or a closely related field.

AND

Four years of professional experience in facility management, planning, building design, construction, maintenance, project or cost management, of which one year must have been as a Facilities Manager I, Planner III or Engineering Associate with the State of Alaska, or the equivalent elsewhere.

Substitution: Technical or paraprofessional experience in engineering, construction, design planning, or the equivalent may be substituted for the required education. (3 semester or 4 quarter hours equal one month of experience).

Graduate study from an accredited college in facility management, public or business administration, planning, design, architecture, engineering or a related field may substitute for up to one year of the nonspecific experience. (3 semester or 4 quarter hours equal one month of experience).

Note to Applicant: Transcripts, which indicate the credit hours earned for the specific coursework, may be requested at the time of interview or prior.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Transcripts, which indicate the credit hours earned for the specific coursework, may be requested at the time of interview or prior.

Minimum Qualification Questions:

Do you have a bachelor's degree from an accredited college with a major in facility management, public or business administration, planning, design, architecture, engineering or a closely related field?

AND

Do you have four years of professional experience in facility management, planning, building design, construction, maintenance, project or cost management of which one year was as a Facilities Manager I, Planner III or Engineering Associate with the State of Alaska, or the equivalent elsewhere?

Or Substitution:

Do you have four years of a combination of technical or paraprofessional experience and/or education from an accredited college (3 semester or 4 quarter hours equal one month of experience) in engineering, construction, design planning or the equivalent?

AND

Do you have four years of professional experience in facility management, planning, building design, construction or maintenance, project or cost management of which one year was as a Facilities Manager I, Planner III or Engineering Associate with the State of Alaska, or the equivalent elsewhere?

Or Substitution:

Do you have four years of a combination of technical or paraprofessional experience and/or education from an accredited college (3 semester or 4 quarter hours equal one month of experience) in engineering, construction, design planning or the equivalent?

AND

Do you have three years of professional experience in facility management, planning, building design, construction or maintenance, project or cost management of which one year was as a Facilities Manager I, Planner III or Engineering Associate with the State of Alaska, or the equivalent elsewhere?

AND

Do you have one year of a combination of graduate study (3 semester or 4 quarter hours equal one month of experience) and/or professional experience in facility management, public or business administration, planning, design, architecture, engineering or a related field?